

REGULAR

(See Instructions on
reverse side)

For use by Secretary of State only

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2016-0708-02	REGULATORY ACTION NUMBER 2017-0717-02S	EMERGENCY NUMBER
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For use by Office of Administrative Law (OAL) only

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

AUG 28 2017

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OFFICE OF
ADMINISTRATIVE LAW

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY

California Department of Social Services

AGENCY FILE NUMBER (if any)

ORD #0316-05

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed <input type="checkbox"/> Regulatory Action <input type="checkbox"/> Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn		NOTICE REGISTER NUMBER 2016-30-2	PUBLICATION DATE 7/22/2016

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Community Care Licensing Law Enforcement Contacts	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if topics related)

SECTION(S) AFFECTED (List all section number(s) Individually. Attach additional sheet if needed.)	ADOPT
	AMEND
	80044, 84001, 84002, 84061, 84063, 84065, 84072.1, 84165, 84300.1, 84322, 84322.2, SEE ATTACHED
TITLE(S) Title 22/MPP	REPEAL

3. TYPE OF FILING

<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §11349.3, 11349.4)		<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> Other (Specify)	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11349.4, 11346.1(d); Cal. Code Regs., title 1, §100)

<input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> §100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM 55660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify)		

7. CONTACT PERSON Kenneth Jennings	TELEPHONE NUMBER (916) 651-8862	FAX NUMBER (Optional) (916) 654-3286	E-MAIL ADDRESS (Optional) kenneth.jennings@dss.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

TYPED NAME AND TITLE OF SIGNATORY
PAT LEARY, Chief Deputy Director

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

AUG 28 2017

Office of Administrative Law

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

STD. 400 ATTACHMENT

ADOPT:

AMEND: 84365, 86001, 86022, 86061, 86065

REPEAL:

General Licensing:

Amend Section 80044 to read:

80044 INSPECTION AUTHORITY OF THE LICENSING AGENCY 80044

- (a) The licensing agency shall have the inspection authority specified in Health and Safety Code Sections 1526.5, 1533, 1534, ~~and~~ 1538 and 1538.7.

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(Continued)

HANDBOOK ENDS HERE

(b) - (d) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1526.5, 1531, 1533, 1534, ~~and~~ 1538 and 1538.7, Health and Safety Code.

Group Homes:

Amend Section 84001 to read:

84001 DEFINITIONS

84001

In addition to Section 80001, the following shall apply:

- (a) (1) - (4)(A) (Continued)
- (b) (1) "Behavior Management Consultant", for the purpose of this chapter, means a person who designs and/or implements behavior modification intervention services and meets ~~one of the following~~ requirements as specified in California Code of Regulations, Title 17, Sections ~~54344(d)~~ 54342(a)(13)(A)1-7.

HANDBOOK BEGINS HERE

~~Section 54344(d) of the California Code of Regulations, Title 17 says in part:~~

~~(d)(1)~~

~~(A) Possesses a valid license as a psychologist from the Medical Board of California or Psychology Examining Board;~~

~~(B) Is a licensed clinical social worker pursuant to Business and Professions Code, Sections 4996 through 4998.7;~~

~~(C) Is a licensed marriage family and child counselor pursuant to Business and Professions Code, Sections 4980 through 4984.7; or~~

~~(D) Is any other licensed professional whose California licensure permits the design and/or implementation of behavior modification intervention services.~~

Sections 54342(a)(13)(A)1-7 of the California Code of Regulations, Title 17 states as follows:

1. Individuals vendored as a behavior management consultant prior to, or as of, December 31, 2006, that have not previously completed twelve semester units in applied behavior analysis, shall have until December 31, 2008 to complete twelve semester units in applied behavior analysis and possess a license and experience as specified in 3. through 7. below.
2. Individuals vendored as a behavior management consultant on, or after, January 1, 2007, shall, prior to being vendored, have completed twelve semester units in applied behavior analysis and possess a license and experience as specified in 3. through 7. below.

3. Possesses a valid license as a psychologist from the Medical Board of California or Psychology Examining Board; or
4. Is a Licensed Clinical Social Worker pursuant to Business and Professions Code, Sections 4996 through 4998.7; or
5. Is a Licensed Marriage and Family Therapist pursuant to Business and Professions Code, Sections 4980 through 4984.7; or
6. Is any other licensed professional whose California licensure permits the design and/or implementation of behavior modification intervention services.
7. Have two years experience designing and implementing behavior modification intervention services.

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(c) (1) - (k) (Continued)

(l) — ~~(Reserved)~~ (1) "Law enforcement" means any officer, sheriff, or marshal of a city, county, state, or federal law enforcement agency.

(m) (1) - (z) (Continued)

Authority cited: Section 17730, Welfare and Institutions Code and Sections 1522.41(j), 1530, 1530.8 and 1530.9, Health and Safety Code.

Reference: Sections 1501, 1502, 1503, 1507, 1507.2, 1522.4, 1522.41, 1522.41(j), 1530.8 and 1531, Health and Safety Code; and Sections 362.04(a)(2), 362.05(a), 727(a)(4)(A), 11331.5(d), 11403, 11406(c), 17710(a), (d), (g), and (h), 17731, 17732.1 and 17736(a) and (b), Welfare and Institutions Code; and 45 CFR Section 1351.1(k).

Amend Section 84002 to read:

84002 DEFINITIONS - FORMS

84002

The following forms which are incorporated, in their entirety, by reference, apply to the regulations in Title 22, Division 6, Chapter 5 (Group Homes). Additional forms applicable to Group Homes and other residential facilities are incorporated by reference in Section 87102.

(a) LIC 624-LE (4/17), Law Enforcement Contact Report.

(~~a~~b) (Continued)

(~~b~~c) (Continued)

(~~e~~d) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1520.1(b)(1), 1520.1(b)(2), ~~and 1522.41(c)(1)~~ and 1538.7, Health and Safety Code.

Amend Section 84061 to read:

84061 REPORTING REQUIREMENTS

84061

(a) (Continued)

(b) The licensee shall ensure that the child's authorized representative is notified no later than the next working business day if the following circumstances have occurred without the authorized representative's participation:

(1) - (3) (Continued)

(c) - (e) (Continued)

(f) The licensee shall notify the licensing agency in writing within ten working business days of acquiring a new member of the board of directors. The notification shall include the following:

(1) - (3) (Continued)

(g) - (h)(7)(H) (Continued)

(i) The licensee shall submit reports to the Department, using form LIC 624-LE or a report containing all the information required in LIC 624-LE, regarding any incident that involves law enforcement contact with a child residing in the facility.

(1) The licensee shall make an initial report to the Department no later than the next business day following each incident. The initial report shall include all information described in Section 84061(i)(2)(A) through (F) that is known to the licensee at the time the report is made.

(2) Within six months of the incident, the licensee shall provide a follow-up report for each incident that includes the following information:

(A) The type of incident.

(B) Whether the incident involved an alleged violation of any crime, other than an age-based curfew law, by a child residing in the facility.

(C) Whether staff, children, or both were involved in the incident.

(D) The gender, race, ethnicity, and age of children involved in the incident.

(E) The outcome of the incident, if known, including arrests, removals of children from placement, termination or suspension of staff, the filing of a Welfare and

Institutions Code Section 602 petition for the child, or revocation of or changes to the terms of probation.

- (3) The licensee may file the follow-up report at any time within six months of the incident, including with the initial report, if all outcomes and required information are known.
- (4) The licensee may be required to provide follow-up reports beyond the first six months if the Department determines that the information provided in either the initial or follow-up reports is incomplete, or if outcomes required to be reported are not known until later than six months after the initial report.
- (5) A licensee reporting an incident under this subsection shall not be required to report the same incident under any other provision of this Section, or under Section 80061, so long as all information required to be reported by the other provision is provided.
- (6) For the purposes of this subsection, "contact with law enforcement" means contact by police officers, sheriffs and others as defined in Section 84001(1)(1), with a child residing in the facility, which does not include routine contact with a probation officer who is supervising the placement of a child in the facility.

HANDBOOK BEGINS HERE

Example: Routine contacts with probation officers do not need to be reported to the Department. However, contacting a probation officer regarding an incident involving a specific child or children or other contact with a probation officer that results in revocation or changes of the terms of probation, a child being taken into the custody of probation, or the child being removed from placement should be reported as an outcome as required in (i)(2)(E) if known.

HANDBOOK ENDS HERE

Authority cited: Sections 1522.4(j) and 1530, Health and Safety Code.

Reference: Sections 1522.41(b)(4), 1531, 1538.7 and 1562, Health and Safety Code; and Section 11406(c), Welfare and Institutions Code.

Amend Section 84063 to read:

84063 ACCOUNTABILITY

84063

- (a) The board of directors shall be active in ensuring accountability, and shall perform, at a minimum, the following duties:

(1) - (7) (Continued)

- (8) Conduct board of directors or governing body meetings at least on a quarterly basis to review and discuss the group home's operation and documents as specified in Health and Safety Code Section 1520.1(f), and based upon the review, ensure that the group home complies with all applicable regulations;

(A) Review and discussion of the group home's operation shall include the incidents involving contact by law enforcement with a child residing in the facility that were reported to the Department as specified in Section 84061(i).

HANDBOOK BEGINS HERE

~~(A)~~ (Continued)

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(9) - (c)(4) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1520.1(f) and 1520.11(c), Health and Safety Code.

Amend Section 84065 to read:

84065 PERSONNEL REQUIREMENTS

84065

(a) - (h)(6) (Continued)

- (i) Notwithstanding Sections 80065(f)(1) through (6), new child care staff hired on or after July 1, 1999, shall complete a minimum of 24 hours of initial training comprised of the 8 and 16 hour training as specified in (1) and (2) below:

(1) - (2)(B)3. (Continued)

- (3) Training shall include, at a minimum, all of the following topics. The licensee shall determine how much time is spent on each topic, and shall ensure that child care staff have appropriate skills necessary to supervise the children in care.

(A) - (S) (Continued)

(T) The facility's policies and procedures concerning when and how to involve law enforcement in response to an incident involving a child residing in the facility.

(4) - (6)(A) (Continued)

(j) Annual Training

(1) - (2)(A) (Continued)

- (3) Training may include, but is not limited to, the following topics:

(A) - (N) (Continued)

(O) Topics listed in Sections 84065(i)(3)(A) through (ST).

(4) - (m) (Continued)

- (n) Upon employment, the group home shall make available for review by all group home personnel, an employee training handbook that shall include the following: facility's program philosophy; facility's policies and procedures; disaster response procedures; law enforcement contact procedures; lines of authority and communication; Title 22 regulations; and reporting requirements.

(1) - (p)(1) (Continued)

Authority cited: Sections 1522.41(j) and 1530, Health and Safety Code.

Reference: Section 51, Civil Code; Sections 1501, 1522.4, 1531 and 1562, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

Amend Section 84072.1 to read:

84072.1 DISCIPLINE POLICIES AND PROCEDURES

84072.1

- (a) The licensee shall develop, maintain and implement written facility discipline policies and procedures meeting the requirements specified in (b), ~~and (c)~~ and (d) below.

(1) - (b) (Continued)

- (c) Calls to law enforcement must be made in accordance with the facility's emergency intervention plan as specified in Section 84322. Calling or threatening to call law enforcement is prohibited as a form of discipline.

- ~~(e)~~ (d) (Continued)

(1) - (6) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1501 and 1531, Health and Safety Code.

Community Treatment Facilities:

Amend Section 84165 to read:

84165 PERSONNEL REQUIREMENTS

84165

(a) - (e) (Continued)

(f) The licensee shall develop, maintain, and implement a written plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all child care staff.

(1) - (1)(C) (Continued)

(2) The on-the-job training and development program shall include training in the following areas:

(A) - (F) (Continued)

(G) The facility's policies and procedures concerning when and how to involve law enforcement in response to an incident involving a child residing in the facility.

(g) - (h) (Continued)

Authority Cited: Sections 1530 and 1530.9, Health and Safety Code.

Reference: Section 51, Civil Code; Sections 1501, 1522.4, 1531 and 1562, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

Subchapter 3. Emergency Intervention in Group Homes:

Amend Section 84300.1 to read:

84300.1 EMERGENCY INTERVENTION PROHIBITION

84300.1

(a) - (d) (Continued)

(e) Law enforcement must not be contacted as a substitute for effective care and supervision or the facility's approved continuum of emergency interventions.

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1502 and 1531, Health and Safety Code.

Amend Section 84322 to read:

84322 EMERGENCY INTERVENTION PLAN

84322

- (a) The emergency intervention plan is to be designed and approved, in conjunction with the licensee, by an individual with the qualifications of a behavior management consultant as defined in Section 84001(b)(1).

(1) - (d)(10) (Continued)

- (e) The manual restraint plan is to be included as a component of the emergency intervention plan. If the facility will not use manual restraints, the plan must include the following:

- (1) Procedures for responding to a crisis situation to prevent a child who is exhibiting assaultive behavior from injuring or endangering himself, herself or others.

(A) The external community resources to be used to assist facility personnel must be identified and listed in the plan.

(B) The facility's policies and procedures concerning when and how to involve law enforcement in response to an incident involving a child residing in the facility must be included in the plan.

(C) Nothing in Section 84322(e)(1)(A) or (B) shall be interpreted to require a licensee to take any action that would endanger, or to prevent a licensee from taking any action that would protect, the health and safety of children in care, staff, or others.

- (f) The manual restraint plan is to be included as a component of the emergency intervention plan. If the facility will use, or it is reasonably foreseeable that the facility will use, manual restraints, the plan must include the following:

(1) - (4) (Continued)

- (5) Procedures for accessing community emergency services, including, but not limited to, law enforcement, ~~the police/sheriff departments~~ if the use of emergency interventions is not effective or appropriate.

(A) The facility's policies and procedures concerning when and how to involve law enforcement in response to an incident at the facility must be included in the plan.

(B) Nothing in Section 84322(f)(5)(A) shall be interpreted to require a licensee to take any action that would endanger, or to prevent a licensee from taking any action that would protect, the health and safety of children in care, staff, or others.

(6) - (m) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1501 and 1531, Health and Safety Code.

Amend Section 84322.2 to read:

84322.2 RUNAWAY PLAN

84322.2

(a) - (b) (Continued)

(c) The runaway plan must include the following:

(1) - (4) (Continued)

(5) Plan to include the involvement of law enforcement, when appropriate, consistent with the policies and procedures specified in Section 84322(e)(1)(B) or Section 84322(f)(5)(A).

(6) - (g) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Section 1501 and 1531, Health and Safety Code.

Amend Section 84365 to read:

84365 EMERGENCY INTERVENTION STAFF TRAINING

84365

(a) - (a)(1) (Continued)

(b) The emergency intervention training curriculum must address the following areas:

(1) - (6) (Continued)

(7) The facility's policies and procedures concerning when and how to involve law enforcement in response to an incident involving a child residing in the facility.

(c) - (f) (Continued)

Authority cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1531 and 1562, Health and Safety Code.

Transitional Housing Placement Programs:

Amend Section 86001 to read:

86001 DEFINITIONS

86001

In addition to Section 80001, the following shall apply:

(a) - (k) (Continued)

(l) ~~(reserved)~~ (1) "Law enforcement" means any officer, sheriff, or marshal of a city, county, state, or federal law enforcement agency.

(m) - (z) (Continued)

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(Continued)

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Authority cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: 42 USC Section 677; Sections 1559.110 and 1559.115, Health and Safety Code; and Sections 11400, 11401, 11403, 16522.1 and 16522.5, Welfare and Institutions Code.

Amend Section 86022 to read:

86022 PLAN OF OPERATION

86022

- (a) In addition to Section 80022, excluding Sections_80022(b)(9) and (b)(11), the plan of operation shall contain the following:

(1) - (6) (Continued)

(7) The THPP's policies and procedures concerning when and how to involve law enforcement in response to an incident at a THPP living unit, and how these policies and procedures will be communicated to staff, participants, and to participants' authorized representative(s).

(A) Nothing in Section 86022(a)(7) shall be interpreted to require a licensee to take any action that would endanger, or to prevent a licensee from taking any action that would protect, the health and safety of either participants or staff.

Authority cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: Sections 1501, 1520, 1531 and 1559.110, Health and Safety Code; and Sections 11401 and 16522.1, Welfare and Institutions Code.

Amend Section 86061 to read:

86061 REPORTING REQUIREMENTS

86061

(a) In addition to Section 80061, the following shall apply:

(1) - (2) (Continued)

(3) The licensee shall notify the THPP participant's authorized representative and placement entity no later than the next ~~working~~ business day when the participant has been removed from the THPP participant living unit under emergency circumstances without the authorized representative's participation.

(A) Within three ~~working~~ business days following relocation, the licensee shall notify the THPP participant's authorized representative and placement entity of the THPP participant's new address and telephone number.

(4) (Continued)

(5) The licensee shall notify the licensing agency, within ten ~~working~~ business days, of a change of administrator. The notification shall include the following:

(A) - (6) (Continued)

(7) The licensee shall submit reports to the Department, using form LIC 624-LE or a report containing all the information required in LIC 624-LE, regarding any incident that involves law enforcement contact with a participant residing in a THPP living unit.

(A) The licensee shall make an initial report to the Department no later than the next business day following each incident. The initial report shall include all information described in items (1.) through (6.) of Section 86061(a)(7)(B) that is known to the licensee at the time the report is made.

(B) Within six months of the incident, the licensee shall provide a follow-up report for each incident that includes the following information:

1. The type of incident.

2. Whether the incident involved an alleged violation of any crime, other than an age-based curfew law, by a participant residing in the facility.

3. Whether staff, participants, or both were involved.

4. The gender, race, ethnicity, and age of participants involved.

5. The outcome of the incident, if known, including arrests, removals of participants from placement, termination or suspension of staff, the filing of a 602 petition for the child, or revocation of or changes to the terms of probation.
- (C) The licensee may be required to provide follow-up reports beyond the first six months if the Department determines that the information provided in either the initial or follow-up reports is incomplete, or if outcomes required to be reported are not known until later than six months after the initial report.
- (D) A licensee reporting an incident under this paragraph shall not be required to report the same incident under any other provision of this Section, or under Section 80061, if all information required to be reported by the other provision is provided.
- (E) For the purposes of this subsection, "contact with law enforcement" means contact by police officers, sheriffs and others, as defined in Section 86001(l)(1), with a participant residing in a THPP living unit, which does not include routine contact with a probation officer who is supervising the placement of a participant in a THPP.

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Example: Routine contacts with probation officers do not need to be reported to the Department. However, contacting a probation officer regarding an incident involving a specific participant or participants or other contact with a probation officer that results in revocation or changes of the terms of probation, a participant being taken into the custody of probation, or the participant being removed from placement should be reported as an outcome as required in (a)(7)(B)5. if known.

HANDBOOK ENDS HERE

Authority cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: Sections 1501, 1531, 1538, ~~and 1538.5~~ and 1538.7, Health and Safety Code.

Amend Section 86065 to read:

86065 PERSONNEL REQUIREMENTS

86065

(a) In addition to Section 80065, excluding ~~Subsections~~ Sections 80065(c) and (e) the following shall apply:

(1) (Continued)

(A) (Continued)

(B) All THPP personnel shall receive training on the THPP's policies and procedures concerning when and how to involve law enforcement in response to an incident involving a participant residing in a THPP living unit.

(2) - (7) (Continued)

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(Continued)

HANDBOOK ENDS HERE

Authority cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: Section 51, Civil Code; Sections 1501, 1506, 1529.2, 1531 and 1559.115, Health and Safety Code; Sections 16001.9 and 16522.1, Welfare and Institutions Code; and Article 3.6 (commencing with Section 32228) of Chapter 2 of Part 19 of Division 1 of Title 1 of the Education Code.

Add T

**LAW ENFORCEMENT
CONTACT REPORT**

THIS FORM MAY BE USED TO REPORT INCIDENTS AS REQUIRED BY HEALTH AND SAFETY CODE SECTION 1538.7. A SEPARATE UNUSUAL INCIDENT REPORT DOES NOT NEED TO BE SUBMITTED IF ALL REQUIRED INFORMATION IS PROVIDED.

INSTRUCTIONS: NOTIFY LICENSING AGENCY, PLACEMENT AGENCY AND AUTHORIZED REPRESENTATIVE, IF ANY, BY NEXT BUSINESS DAY.

SUBMIT PART 1 OF THIS REPORT WITHIN 7 DAYS OF OCCURRENCE.

SUBMIT PART 2 OF THIS REPORT WITHIN 6 MONTHS OF OCCURRENCE. PART 2 MAY BE SUBMITTED SOONER THAN 6 MONTHS, INCLUDING CONCURRENTLY WITH THE INITIAL REPORT, IF ALL OUTCOMES RESULTING FROM THE INCIDENT ARE KNOWN.

PART 1

☐ Group Home ☐ STRTP ☐ Community Treatment Facility ☐ Transitional Housing Placement Provider ☐ Runaway and Homeless Youth Shelter

Licensed Capacity: _____

Current Census: _____

NAME OF FACILITY (as appears on license)

FACILITY LICENSE NUMBER

ADDRESS

TELEPHONE NUMBER

COUNTY, CITY, STATE, ZIP

DATE OF INCIDENT

TYPE OF INCIDENT (check all that apply)

Aggressive Act:

☐ Client to Client ☐ Staff to Client
☐ Client to Other ☐ Unknown
☐ Client to Staff ☐ Other to Client

Other:

☐ Behavior Episode ☐ Psychological
☐ Substance Abuse ☐ Property Damage
☐ Unauthorized ☐ Non-physical Aggression
Absence (AWOL) ☐ Theft
☐ Harm To Self ☐ Other: _____

Alleged Client Abuse:

☐ Sexual
☐ Physical
☐ Psychological
☐ Financial
☐ Neglect

CHILD INVOLVED	TYPE OF PLACEMENT	AGE	GENDER	DATE OF ADMISSION
	Choose One		Choose One	
	Choose One		Choose One	
	Choose One		Choose One	
	Choose One		Choose One	

AGENCIES / INDIVIDUALS NOTIFIED	NAME	PHONE
LICENSING		
LAW ENFORCEMENT		
PLACEMENT AGENCY		
AUTHORIZED REPRESENTATIVE		

IF A POLICE REPORT WAS FILED, PROVIDE NUMBER IF KNOWN (Optional) _____

WERE DE-ESCALATION TECHNIQUES USED PRIOR TO CONTACTING LAW ENFORCEMENT? ☐ YES ☐ NO

IF YES, EXPLAIN THE TECHNIQUES THAT WERE USED. IF NO, EXPLAIN WHY NOT.

DESCRIPTION OF INCIDENT. INCLUDE NATURE OF INCIDENT, ACTION TAKEN BY STAFF IN RESPONSE TO THE INCIDENT, AND DISPOSITION OR CURRENT STATUS OF THE INCIDENT. FOR INCIDENTS IN GROUP HOMES, INCLUDE A DESCRIPTION OF THE EVENTS LEADING UP TO THE INCIDENT.

(Attach additional sheets as needed)

WAS MEDICAL TREATMENT REQUIRED FOR CLIENT? ☐ YES ☐ NO

IF YES, LIST NAME OF ATTENDING PHYSICIAN, FINDINGS, AND TREATMENT, IF ANY.

MANUAL RESTRAINTS (GROUP HOMES / RUNAWAY AND HOMELESS YOUTH SHELTERS/ COMMUNITY TREATMENT FACILITIES ONLY): DOES THE INCIDENT INVOLVE THE USE OF MANUAL RESTRAINTS? ☐ YES ☐ NO
IF YES, ATTACH A SEPARATE SHEET REPORTING INFORMATION REQUIRED BY SECTION 84061(h)(6) OF TITLE 22 REGULATIONS.

RUNAWAYS (GROUP HOMES/COMMUNITY TREATMENT FACILITIES ONLY): DOES THE INCIDENT INVOLVE A RUNAWAY SITUATION? ☐ YES ☐ NO IF YES, ATTACH A SEPARATE SHEET REPORTING INFORMATION REQUIRED BY SECTION 84061(h)(7) OF TITLE 22 REGULATIONS.

Prepared by:	NAME/TITLE	DATE
Reviewed/Approved by:	NAME/TITLE	DATE

PART 2

NAME OF FACILITY (as appears on license)

DATE OF INCIDENT

DATE OF FOLLOW-UP

WAS ANY CHILD RESIDING IN THE FACILITY ALLEGED TO HAVE COMMITTED A CRIME: ☐ YES ☐ NOLIST ANY CHILD INVOLVED (WHETHER OR NOT ALLEGED TO HAVE COMMITTED A CRIME), INCLUDE CHILD(REN) FROM ORIGINAL INCIDENT (**PART 1**):

NAME	GENDER	RACE*	ETHNICITY*	AGE
	Other	Unknown	Choose One	
	Other	Unknown	Choose One	
	Other	Unknown	Choose One	
	Other	Unknown	Choose One	

*See last page for instructions on Race/Ethnicity

(Continue listing on separate sheet if necessary.)

LIST ANY STAFF INVOLVED:

NAME	POSITION

(If no staff were involved, enter "N/A" above.)

(Continue listing on separate sheet if necessary.)

WHO INITIATED CONTACT WITH LAW ENFORCEMENT? (Optional):
☐ STAFF ☐ OTHER YOUTH ☐ NEIGHBOR ☐ OTHER _____ ☐ UNKNOWN
TYPE OF OUTCOME (check all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 5150 | <input type="checkbox"/> Counseled by Law Enforcement | <input type="checkbox"/> Mental Health Evaluation | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Arrest(s) Made | <input type="checkbox"/> Juvenile Hall | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Staff Disciplined |
| <input type="checkbox"/> Child Removed from Placement | <input type="checkbox"/> Detained by Law Enforcement | <input type="checkbox"/> Returned to Facility | |

(If any boxes above are checked, explain briefly here and include any additional information. Attach additional sheets as needed.)

Prepared by:

NAME/TITLE

DATE

Reviewed/Approved by:

NAME/TITLE

DATE

ABOUT THE LIC 624-LE

THE LAW: *In accordance with section 1538.7(a) of the Health and Safety Code, "A group home, transitional housing placement provider, community treatment facility, runaway and homeless youth shelter, or short-term residential therapeutic program shall report to the department's Community Care Licensing Division upon the occurrence of any incident concerning a child in the facility involving contact with law enforcement." Within six months of the incident, the facility must "provide a follow-up report for each incident, including the type of incident, whether the incident involved an alleged violation of any crime described in Section 602 of the Welfare and Institutions Code by a child residing in the facility; whether staff, children, or both were involved; the gender, race, ethnicity, and age of children involved; and the outcomes, including arrests, removals of children from placement, or termination or suspension of staff."*

Crimes described in Section 602 of the Welfare and Institutions Code are "any law of this state or of the United States or any ordinance of any city or county of this state defining crime other than an ordinance establishing a curfew based solely on age."

AFFECTED FACILITIES: *Group Homes, Community Treatment Facilities, Transitional Housing Placement Providers, Runaway and Homeless Youth Shelters, and Short-Term Residential Therapeutic Programs must make reports under the law.*

HOW, WHAT AND WHEN TO REPORT: *Affected facilities may (but are not required to) use the LIC 624-LE to report incidents under the law. If a facility uses another method to report an incident, that method must capture all of the information specified by Health and Safety Code section 1538.7(a), and must be submitted within the time allowed by the law. A facility must submit a report on every incident which involves a law enforcement contact, whether or not any child is alleged to have committed a crime. The follow-up report for an incident must be filed within six months, but may be filed sooner (including concurrently with the initial report) provided all outcomes resulting from the incident are known.*

***RACE AND ETHNICITY.** *One of the following races must be selected for each child listed in Part 2 of this form: White, Black, Native American, Asian/Pacific Islander, Other, or Unknown. One of the following ethnicities must be selected for each child listed in Part 2 of this form: Hispanic, Non-Hispanic or Unknown.*